Recycling Reward Scheme

Application Form

**Application to support bid for funding under the Recycling Reward Scheme as set out in the scheme prospectus.**

**Encouraging authorities to reward their residents for doing the right thing and reducing and recycling their waste.**

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| **Disclaimer**  There shall be no expectation of grant until authorities have been formally notified in writing by the department. All the applicant’s costs and charges incurred as a result of making this application shall be for the applicant’s account and cannot be claimed as part of the project. |

**The Data Protection Act 1998: Freedom of Information Act 2000**

The Department for Communities and Local Government undertakes to use its best endeavours to hold confidential any information provided in any application form submitted, subject to our contracting obligations under law, including the Freedom of Information Act 2000. If you consider that any of the information submitted in the application form should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The department will then consult with you in considering any request received under the Freedom of Information Act 2000 before replying to such a request.

Applicants should be aware that the following conditions will also apply to all bid applications:

* We may use your information for the purposes of research and statistical analysis and may share anonymised information with other government departments, agencies or third parties for research and statistical analysis and reporting purposes.
* Our policies and procedures in relation to the application and evaluation of grants are subject to audit and review by both internal and external auditors. Your information may be subject to such audit and review.
* We propose to include light touch monitoring by the department utilising publicly available information. We would encourage applicants to regularly publicise progress on their websites and disseminate good practice.
* The department will publish summaries of all successful bids.

**Completed bid forms should be approved and signed by the Section 151 officer of each local authority partner to the bid and authorised person for other partners. The form should be returned in electronic format to** [**RecyclingReward@communities.gsi.gov.uk**](mailto:RecyclingReward@communities.gsi.gov.uk) **no later than 5pm on Friday 7 November 2014.**

Section A: Applicant contact information

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| Local Authority Name/Name of bidding organisation: | Click here to enter text. |
| Name of Contact(s): | Click here to enter text. |
| Position in authority: | Click here to enter text. |
| Telephone number(s) of the contact(s): | Click here to enter text. |
| Email address of the contact(s): | Click here to enter text. |

Section B: Eligibility criteria

Please tick to confirm that the bid meets all the following eligibility criteria:

1. Confirmation that each authority currently operates a weekly residual waste and/or a free weekly food/organic waste collection. ☐

2. The proposed improvement in relation to reducing, reusing and/or recycling household waste is demonstrated. ☐.

3. The information on cost effectiveness is clearly set out and the bid gives details of what the money will fund. ☐

4. Feasibility - Plans for the implementation of the bid have been fully worked up and the bid demonstrates the sustainability of the project. ☐

5. The bid provides evidence that funding will support additional activity. ☐

6. The proposal has been signed off by your Section 151 officer. ☐

Section C: Project description

**Short Project Title:** Please give the bid a short name, unique to any other bids from your organisation.

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| Click here to enter text. |

**Short Project Description (75 words maximum):** Please give the bid a short description outlining key objectives, number of households covered by the scheme, how the scheme will operate and the key outcomes/improvements. .

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| Click here to enter text. |

**Project Summary (500 words maximum):** Please provide a brief description outlining the rationale for the project, the key elements of the scheme planned, how the Recycling Reward Scheme funding will be used and the key outcomes/improvements..

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| Click here to enter text. |

**Grant Requirement:** Please state the total amount you are bidding for from the Recycling Reward Scheme and also complete the table below.

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| Click here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Costs | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
| Total cost of scheme (incl. running costs) |  |  |  |  |
| Grant requirement |  |  |  |  |

**Bidding partners:** Please describe the scale of any partnership proposals, detailing the number and name of partners including details of any matched funding or funding from other sectors and what this will be used for.

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| Click here to enter text. |

**Other bids:** If you are submitting [or are part of]other bids for Recycling Reward Scheme funding, please list all other bids specifying the name of the bid, lead bidding organisation, and the partnership arrangements of the bid.

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| Click here to enter text. |
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Section D: Project funding

**Funding:** Please specify the proposed funding requirements for the project, including breakdown where applicable:

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| --- | --- |
| **Funding requirements (e.g. vouchers; evaluation; new recycling receptacles)** | **\*Amount being sought from the recycling reward scheme.** |
|  |  |
|  |  |
| Total: | Total: |

**\*N.B. - please ensure this reflects the same total grant figure outlined in section C.**

Section E: Project outputs and benefits

To help you clearly identify the outputs and benefits of your proposed project, please fill in the tables below – as appropriate:

Table Ei should be completed where bids aim to prevent waste arising or reduce residual waste going to landfill/incineration.

Table Ei: Estimate of waste prevented from arising or diverted from landfill/incineration (if appropriate to your scheme as set out in section C)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
| (A) Predicted Total residual waste to landfill/incineration (tonnes) without the scheme in place |  |  |  |  |
| (B) Predicted total residual waste to landfill/incineration (tonnes) with the scheme in place |  |  |  |  |
| (C) Amount of waste predicted to be diverted from landfill/ incineration (tonnes) as a result of the scheme in place. i.e. A minus B |  |  |  |  |

Table Eii should be completed where bids aim to increase one or more of the following:

* the quality (in terms of contamination) of the recycling put out by residents for collection;
* the volume of recycling presented for collection;
* the value of the recyclates collected.

Table Eii: Estimate of increase in recyclate quality, volume and value (if appropriate to your scheme as set out in section C).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Predicted level of recyclate(s): | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
| **Collection of recyclate** |  | | | |
| (A) Volume of recyclate(s) collected (tonnes) – without scheme |  |  |  |  |
| (B) Volume of recyclate(s) collected (tonnes) – with scheme |  |  |  |  |
| Net change in volume (tonnes) i.e. (A) – (B) |  |  |  |  |
| \*Estimated total value of change in volume (or mix) of recyclate(s) collected (£)**1** |  |  |  |  |
| **Processing of recyclate** |  | | | |
| (C) Contamination rate (total tonnes of recyclate impacted) – without scheme |  |  |  |  |
| (D) Contamination rate (total tonnes of recyclate impacted) – with scheme |  |  |  |  |
| Net change in volume (tonnes) i.e.(C) – (D) |  |  |  |  |
| \*Estimated total value of reduction in contamination of recyclate (£)**2** |  |  |  |  |

\* Please explain basis of calculation in section F

Notes:

1. This is the net change in revenue resulting from volume increases in recyclates collected or changes in the mix of recyclates collected. (Some schemes may focus on increasing the representation of higher value recyclates). Ideally this value would also take into account an historic level of contamination in order to reflect a more accurate measure of the worth of any increase in the volume of recycling.
2. This is the net change in revenue resulting solely from reduced contamination of recyclates supplied to processors. The avoided costs of contaminated reyclate previously going back to landfill/incineration should be recorded in Table Ei.

**Table Eiii should be completed in all bids.**

Table Eiii: The waste collection pattern for those households predicted to benefit from the scheme as set out in Section C. (*Please also provide the total number of households in your local authority area in the final column*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Predicted number of households benefiting from the scheme | Weekly collection of residual waste | Fortnightly collection of residual waste plus weekly collection of food/organic waste | Total number of households benefiting from the scheme | Total number of households in local authority area |
| 2015/16 |  |  |  |  |
| 2016/17 |  |  |  |  |

Section F: Feasibility

In the box below, please explain how your bid meets the feasibility criteria. This could cover:

 The type and amount of reward to be offered to residents and (if relevant) whether any shopping vouchers will benefit local shops .

 Estimated benefits or participation rates;

 An explanation of why you believe the costs to be reasonable, and confirmation that all costs associated with the project have been identified;

 Timetable/key milestones and why this is deemed appropriate;

 That financial risks have been identified and mitigation plans are in place (a risk register can be attached);

 The sustainability of the proposed project in future years;

 The nature and agreement on governance arrangements and project management arrangements, necessary to take forward this project;

 The level of organisational and financial commitment where funding is contributed from other sources, including any dependencies;

 Evidence of baseline figures;

 Details of planned communications communication;

 Details of local monitoring and evaluation.

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| Click here to enter text. |

In addition, please use the box below (up to 500 words) to add to the information provided in the tables above and Sections above to ensure you have described how your bid meets the key criteria as outlined in the prospectus:

 reduce, reuse, recycle;

 cost effectiveness;

 feasibility;

 additionality.

Bids should also include information on how local authorities will monitor and evaluate the performance of their projects. Please also include any wider benefits that are not covered elsewhere.

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| Click here to enter text. |

Section G: Additionality

Please provide evidence (up to 250 words) of how the funding requested will support additional activity rather than activity that would have progressed anyway.

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Section H: Procurement Strategy

Where applicable, please outline any procurement strategy including evidence of compliance with European Procurement Rules as relevant.

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Section I: Other Information

Please use this section to provide any additional information that you think the assessors may require when evaluating your bid. Please limit your comments to no more than 250 words.

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Section J: Approval

**Approval:** Bid approved and signed off by Section 151 officer (or authorised person in other public sector partners) for each partner to the bid.

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| Name | Click here to enter text. |
| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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